

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III –  
Information Technology

SALARY GROUP: B19

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Jessica Whitfield DATE: 12/06/2021

POSITION #: 008095

**I. JOB SUMMARY**

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides consultative and financial services to plan, implement, and monitor effective programs and services; and assists in analyzing the applications and variations of programs to develop action plans for improving or initiating programs.
  - B. Assists in the preparation of divisional management and productivity reports; assists in the preparation of and monitors required divisional fiscal and budgetary reports to include financial activities of the Texas Department of Information Resources (DIR) Shared Technology Services (STS) and Data Center Services (DCS); and prepares correspondence, studies, and specialized research projects.
  - C. Participates in program planning, development, implementation, analysis, and documentation; develops and recommends program guidelines, policies, procedures, rules, and regulations; and conducts investigations and reviews to ensure compliance with policies and procedures.
  - D. Prepares program reports, documents, proposals, and resource requisitions; reviews, evaluates, and reports on the effectiveness of program activities; and prepares administrative reports, studies, and specialized research projects.
  - E. Works with program staff in determining trends and resolving technical problems; and provides technical assistance in the program area.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Accounting, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting, financial operations, program analysis, research and evaluation, or program administration experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to establish program goals and objectives.
9. Skill to review technical data and prepare technical reports.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill in developing and implementing operational policies, procedures, and standards.
12. Skill in developing effective proposals and applications for funds and resources.
13. Skill in technical writing.
14. Skill in budget administration.
15. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.